

The regular meeting of the Municipal Civil Service Commission convened on Monday, October 27, 2003, at 9:00 a.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

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RE: *Hearing on the merits of the appeal of Barbara Horton-Alomar from the action of the Department of Public Safety, Division of Police, discharging her from the position of Police Sergeant – Appeal No. 03-CA-0016.*

Commission President Tyson read the charges and specifications into the record.

**Charge I:** You are hereby charged with violating City of Columbus Division of Police **Rule of Conduct 1.01**, which states: “Division personnel are to obey the Constitutions of the United States and the State of Ohio and all federal, state, and local laws.”

**Specification I:** ORC Section 2919.25 (A), Domestic Violence; states “No person shall knowingly cause or attempt to cause physical harm to a family or household member.” On May 20, 2002, you engaged in Domestic Violence by repeatedly striking Skylar Horton with a belt. To adjudicate this criminal charge, you entered into a plea agreement and were found guilty by Judge Grubb on December 17, 2002, of Parental Neglect C.C. 2319.31, a misdemeanor of the 3<sup>rd</sup> degree.

**Charge II:** You are hereby charged with violating City of Columbus Division of Police **Rule of Conduct 1.36**, which states: “Division personnel are to conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the Division.

Unbecoming conduct is behavior that implicitly or explicitly brings the Division into disrepute, reflects discredit upon the individual as a member of the Division, or impairs the operation or the efficiency of the Division or the individual. This includes, but is not limited to, derogatory comments, gestures, or insinuations.”

**Specification I:** You engaged in conduct that implicitly or explicitly brought the Division into disrepute and reflected discredit upon yourself as a member of the Division of Police. On May 20, 2003 (sic) while assigned as a supervisor in a physical child abuse unit, you engaged in physical child abuse upon Skylar Horton.

Appearances were made and President Tyson asked why the appellant requested a continuance. Ronald Snyder, attorney for the appellant, argued the motion for a continuance, John Sumner, representing the City in this case argued against the motion and the appellant made a statement requesting that the Commissioners grant the continuance.

After questioning the appellant and her attorney, the Commissioners took a brief recess to consider the motion.

The Commissioners reconvened the meeting and presented the conditions under which they would grant the continuance. The appellant and her attorney took a brief recess to consider the conditions.

President Tyson read the agreement into the record and after discussion with all parties, the following agreement was accepted by the appellant:

1. Barbara Horton-Alomar acknowledges this continuance is at her request in order to obtain the participation of Toki Clark, her lead counsel.

2. If the appellant were to be reinstated, any back pay and benefits would toll as of today, October 27, 2003, until the date of the next hearing.
3. Appellant Barbara Horton-Alomar would pay all fees for the City's expert witness incurred as a result of this continuance, not to exceed two hundred fifty dollars (\$250.00).
4. A pre-hearing conference will be held on November 24, 2003, at 1:30 p.m. in the Commission Hearing Room, 50 West Gay Street, Columbus, Ohio, with all Commissioners in attendance as well as Deputy Executive Director Theresa Lynn Carter and lead representation from both sides. The purpose of the Pre-hearing conference is to identify all issues, witnesses and exhibits.

President Tyson granted the continuance for a date sometime in 2004.

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The Commissioners recessed its meeting at 10:40 a.m.

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The Commissioners reconvened their regular meeting at 12:30 p.m.

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RE: *Review and approval of the minutes from the September 29, 2003, Regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal: Brenda Neuhart vs. Columbus Public Schools, Appeal No. 03-BA-0016. Bus Driver – Discharge – hearing scheduled for January 12, 2004.*

The pre-hearing conference was cancelled.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Decision on the merits of the appeal of Anthony Williams from the action of the Department of Public Safety, Division of Police, suspending him for 240 hours from the position of Police Officer – Case No. 02-CA-0017.*

The Commission, in a unanimous decision, found Officer Anthony Williams **not guilty** of the Charges. Based upon the foregoing, the Commission **disaffirmed** the action of the appointing authority suspending Officer Williams from the position of Police Officer, Division of Police, Department of Public Safety for 240 hours.

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RE: *Request of the Civil Service Commission to extend the current Firefighter Eligible List for a period of two (2) years, or until replaced by a new Firefighter Eligible List.*

PRESENT: Sheri LaVette, Personnel Analyst II

Sheri LaVette appeared before the Commissioners to present the request from staff to extend the current Firefighter eligible list. The current list was established on November 15, 2002, and will expire on November 14, 2004. There are 639 names on the list and as of the present time the Department of Public Safety has not hired any candidates from the list however, the Department does anticipate conducting a class of 33 applicants in December of 2003. Due to the low number of individuals anticipated to receive offers from this list, it was requested that the list be extended for a period of two years or until replaced by a new list.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Commission staff to approve the reinstatement of George Wesley Ferguson to the Firefighter eligibility list.*

PRESENT: Barbara Gates McGrath, Executive Director

Barbara McGrath appeared before the Commissioners to request their approval to reinstate George W. Ferguson to the Firefighter eligibility list. Mr. Ferguson is currently a Columbus Police Officer. He was previously a member of the Columbus Fire Division. In July 2001, he resigned his position as a Firefighter and joined the Columbus Police Division. The Commission was notified through the I.A.F.F. that Mr. Ferguson is seeking reinstatement to the Firefighter eligibility list with the hope of transferring back to the Fire Division.

As noted above, Mr. Ferguson transferred from the Fire Division to the Police Division in 2001. The City requires employees leaving or joining one of the safety forces to break their service. Employees have no say in the matter and are not provided any option. By comparison, when CMAGE and AFSCME employees switch bargaining units (CMAGE to AFSCME or AFSCME to CMAGE), there is no break in service required.

There are occasions when employees intentionally break their service in order to retire and be rehired. If this were one of those cases, the Commission staff would not recommend reinstatement to the eligibility list. This situation is different because the employee had no intention to break his service with the City. Rather, it was done solely by the City as part of processing his transfer.

Based upon these circumstances, the Commission staff believes that the Commission should approve the reinstatement of George W. Ferguson to the Firefighter eligibility list.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Data Communications Specialist (Class Code 465).*

PRESENT: Sue Messina, Columbus Public Schools

Sue Messina appeared before the Commissioners to request the approval of revisions to the specification for the classification Data Communications Specialist based upon a detailed job analysis. The proposed revisions were recommended to more accurately reflect changes in duties and technology with respect to data processing repair as performed at the Columbus Public Schools.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Custodial Assistant Supervisor (Class Code 819).*

PRESENT: Reamus Martin, Columbus Public Schools

Reamus Martin appeared before the Commissioners to request the approval of revisions to the specification for the classification Custodial Assistant Supervisor. The proposed revisions were recommended based upon a detailed job analysis. The revisions were recommended to more accurately reflect the requirements necessary to perform the duties of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Environmental Systems Technician (Controls) [Class Code 461].*

PRESENT: Reamus Martin, Columbus Public Schools

Reamus Martin appeared before the Commissioners to request the approval of revisions to the specification for the classification Environmental Systems Technician (Controls). The proposed revisions were recommended to more accurately reflect the requirements necessary to perform the duties of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Information Systems Analyst with no revisions (Class Code 0548).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to approve the specification review for Information Systems Analyst with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in October of 1998. There are currently three incumbents in this classification.

The consolidation of citywide information technology (IT) systems has resulted in an organizational plan that includes specific functional IT areas with distinct classification needs. Commission staff, with recommendations from the Department of Technology, is developing new classes to meet these needs. At this time it is unclear how Information Systems Analysts will be utilized and if the duties and responsibilities will significantly change once the reorganization is completed. Accordingly, it was recommended that the review of this specification be approved with no revisions. Staff will present the specification for future action at the appropriate time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the classification Citizen Member, Board of Examiners, Motion Picture Projectionists (U) [Class Code 0018].*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to abolish the classification Citizen Member, Board of Examiners, Motion Picture Projectionists (U). The City board associated with this classification no longer exists. Ordinance number 493-75 subsequently repealed City Code Chapter

521, titled Motion Picture Projectionists. For these reasons, Commission staff recommended that the classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the classification Citizen Member, Boxing and Wrestling Commission (U) [Class Code 0024].*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to abolish the classification Citizen Member, Boxing and Wrestling Commission (U). The City board associated with this classification no longer exists. Ordinance number 2380-95 subsequently repealed City Code Chapter 553.01 through 553.12, titled, Boxing and Wrestling Exhibitions. For these reasons, Commission staff recommended that the classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the classification Clerk, Boxing and Wrestling Commission (U) [Class Code 0034].*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to abolish the classification Clerk, Boxing and Wrestling Commission (U). The City board associated with this classification no longer exists. Ordinance number 2380-95 subsequently repealed City Code Chapter 553.01 through 553.12, titled, Boxing and Wrestling Exhibitions. For these reasons, Commission staff recommended that the classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the classification Citizen Member, Examining Board of Steam and Hot Water Contractors (U) [Class Code 0029].*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher, Personnel Analyst II, presented the Commission's request to abolish the classification Citizen Member, Examining Board of Steam and Hot Water Contractors (U). The City board associated with this classification no longer exists. It was therefore, recommended that this classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Fire Chief (Class Code 3089).*

PRESENT: Elizabeth Reed, Personnel Analyst Supervisor

Elizabeth Reed presented the Commission's request to revise the specification for Fire Chief due to a Charter amendment and as part of the Commission's efforts to update classifications that have not been reviewed within the last five years. This specification was last reviewed in 1984. There is currently one incumbent in the Division of Fire, Department of Public Safety.

The definition was revised to read, “Under the direction of the Public Safety Director, is responsible for the overall management of the Division of Fire.” Revisions to the examples of work were recommended to better reflect the current duties performed by an incumbent in this classification. The minimum qualifications were recommended for revision to address the current City Charter language and to reflect current industry standards. The proposed educational requirement of a bachelor’s degree beginning in the year 2007 is reflective of the contractual educational requirement expected to occur, in the year 2007, for the rank of Fire Deputy Chief (two ranks just below that of Fire Chief). Fire Assistant Chief, Fire Deputy Chief and Fire Battalion Chief ranks are proposed to be eligible for the rank of Fire Chief to allow a greater pool of candidates from which to draw. No revisions to the knowledge, skills and abilities, 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Violations Bureau Administrator (Violations Clerk) [Class Code 0240].*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission’s request to revise the specification for the classification Parking Violations Bureau Administrator (Violations Clerk) as part of the Civil Service Commission’s effort to review all classifications every five years. This classification was last reviewed in February of 1998. There is currently one incumbent assigned to the City Treasurer’s Office, Parking Violations Bureau.

Minor changes to the definition were recommended to better clarify the responsibilities of the incumbent. Revisions to the examples of work were recommended to more accurately reflect the specific duties of this classification. The minimum qualifications were revised to make them comparable with the other classification in the series and to allow for promotional opportunities within the class series. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks and to eliminate redundancies. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Violations Bureau Assistant Administrator (Class Code 0239).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission’s request to revise the specification for the classification Parking Violations Bureau Assistant Administrator as part of the Civil Service Commission’s effort to review all classifications every five years. This classification was created in August 2000. There is currently one incumbent assigned to the City Treasurer’s Office, Parking Violations Bureau.

In order to better clarify the responsibilities of the incumbent, it was recommended that “administering and coordinating activities and supervising personnel” be added to the definition. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Parking Violations Bureau Assistant Administrator. Under minimum qualifications, it was recommended that a bachelor’s degree in either public administration or accounting be accepted as well as a bachelor’s degree in business administration. Changes recommended to the knowledge, skills and abilities more accurately define the level of skill necessary for performance of the tasks and to eliminate redundancies. No revisions to the examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Physician (Class Code 1704).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Physician as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently six incumbents assigned to the Department of Health.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbent. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Physician. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Veterinarian (Class Code 3242).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Veterinarian as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in November of 1998. There are currently two incumbents assigned to the Department of Health.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Veterinarian. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian Aide (Class Code 1828).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher, Personnel Analyst II, presented the Commission's request to revise the specification for the classification Public Health Sanitarian Aide as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently seventeen incumbents assigned to the Columbus Health Department.

No revisions to the definition or minimum qualifications were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Sanitarian Aide. Revisions to the knowledge, skills and abilities were also recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 180-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian-in-Training (Class Code 1831).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Sanitarian-in-Training as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently four incumbents assigned to the Columbus Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Sanitarian-in-Training. Revisions to the minimum qualifications were recommended to more accurately define the certification necessary for performance of the tasks. Revisions to the knowledge, skills and abilities were also recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian I (Class Code 1832).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Sanitarian I as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently twenty-one incumbents assigned to the Columbus Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Sanitarian I. Revisions to the minimum qualifications were recommended to more accurately define the certification necessary for performance of the tasks. Revisions to the knowledge, skills and abilities were also recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian II (Class Code 1833).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Sanitarian II as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently nine incumbents assigned to the Columbus Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Sanitarian II. Revisions to the minimum qualifications were recommended to ensure that applicants possess the level of experience necessary for accomplishment of the tasks. Revisions to the knowledge, skills and abilities



were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian III (Class Code 1844).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Sanitarian III as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently three incumbents assigned to the Columbus Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Sanitarian III. Revisions to the minimum qualifications were recommended to ensure that applicants possess the level of experience necessary for accomplishment of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Sanitarian IV (Class Code 1845).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Public Health Sanitarian IV as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in December of 1998. There are currently two incumbents assigned to the Columbus Health Department.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Public Health Sanitarian IV. Revisions to the minimum qualifications were recommended to ensure that applicants possess the level of experience necessary for accomplishment of the tasks. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 365-day probationary period or the noncompetitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Maintenance Manager (Class Code 4052).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Water Maintenance Manager as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in October of 1999. There is currently one position assigned to the Department of Public Utilities, Division of Water.

One revision was recommended to the definition to better clarify the responsibilities of incumbents assigned to this classification. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Water Maintenance Manager. It was recommended that revisions to the minimum qualifications be made in an effort to remove all references to other classification titles from classification specifications and to maintain consistency within the series. Possession of a Class A or B Commercial motor vehicle license is not needed at this level of supervision so that minimum requirement was deleted. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the 365-day probationary period or the competitive examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Distribution Assistant Manager, retitle it to read Water Maintenance Assistant Coordinator and amend Rule XI accordingly (Class Code 4046).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented this request in response to the Commission's objective to review all classifications at least every five years. This classification was last reviewed in April of 1999. There is currently one position allocated to the Department of Public Utilities, Division of Water. This position is responsible for assisting in planning, organizing and coordinating the installation, protection and maintenance of a water distribution system; the operation of the water distribution system is assigned to a separate section within the Division of Water. A Plant Maintenance Manager who is ultimately supervised by a Water Plant Manager supervises the Water Distribution Operators I and II. To eliminate confusion about the supervisory chain with positions allocated to the water distribution operation and water maintenance classification series, it was recommended that this classified be retitled to read Water Maintenance Assistant Coordinator.

Revisions to the definition were recommended to better clarify the responsibilities of the incumbents. It was recommended that revisions to the examples of work be made to more accurately reflect the specific duties of the proposed Water Maintenance Assistant Coordinator. It was recommended that the minimum qualifications be revised to reflect an increase to four years experience instead of one year. This increase in experience is keeping in line with other classifications of the same grade in the same bargaining unit that requires similar knowledge, skills, and abilities. Changes to the knowledge, skills, and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. It was recommended that the probationary period remain designated 365 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Distribution Manager, retitle it to read Water Maintenance Coordinator and amend Rule XI accordingly (Class Code 4047).*

PRESENT: Jeanne Gallagher, Personnel Analyst II

Jeanne Gallagher presented this request in response to the Commission's objective to review all classifications at least every five years. This classification was last reviewed in April of 1999. There is currently one position allocated to the Department of Public Utilities, Division of Water. This position is responsible for planning, organizing and coordinating the installation, protection and maintenance of a water distribution system; the operation of the water distribution system is assigned to a separate section within the Division of Water. A Plant Maintenance Manager who is ultimately supervised by a Water Plant Manager supervises the Water Distribution Operators I and II. To eliminate confusion about the supervisory chain with positions allocated to the water distribution operation and water maintenance

classification series, it was recommended that this classified be retitled to read Water Maintenance Coordinator.

Revisions to the definition were recommended to better clarify the responsibilities of the incumbents. It was recommended that revisions to the examples of work be made to more accurately reflect the specific duties of the proposed Water Maintenance Coordinator. It was recommended that the minimum qualifications be revised to reflect an increase to five years experience instead of two years. This increase in experience is keeping in line with other classifications of the same grade in the same bargaining unit that requires similar knowledge, skills, and abilities. Changes to the knowledge, skills, and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. It was recommended that the probationary period remain designated 365 days and that the examination type remain competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE:    *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

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RE:    *Personnel Actions.*

No personnel actions were submitted this month.

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RE:    *Administrative/Jurisdictional Reviews.*

Background Administrative Reviews  
Conducted By Brenda S. Sobieck

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
1. Christian Ball	Firefighter	03-BR-048
2. Andrew Bartnikowski	Firefighter	03-BR-049
3. Matthew Graham	Firefighter	03-BR-050
4. Angel Matney	Income Tax Auditor	03-BR-051
5. Nicholas W. Franklin	Firefighter	03-BR-052
6. Jonathon Huffman	Police Officer	03-BR-053

After reviewing the files of Christian Ball, Andrew Bartnikowski, Matthew Graham and Nicholas W. Franklin, the Commissioners decided their names would not be reinstated to the firefighter eligible list.

After reviewing Angel Matney’s file, the Commissioners decided her name would not be reinstated to the income tax auditor eligible list.

After reviewing Jonathon Huffman’s file, the Commissioners decided his name would not be reinstated to the police officer eligible list.

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The regular meeting was adjourned at 1:10 p.m.

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Priscilla R. Tyson, Commission President

November 24, 2003  
Date

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